

## INSTRUCTIONS TO DOWNLOAD REPORT CARDS & PROGRESS REPORTS FROM FOCUS PORTAL

- Log into your Focus Parent/Student portal at <https://faus.focusschoolsoftware.com/>.
  - Each student's information will show separately in their own block. Each student's block contains four different tabs. The four blocks are **GRADES**, **NEWS**, **PLANNER**, and **REPORTS**.
  - The report card or progress report will be listed under the **REPORTS** tab in each student's information block.

The screenshot shows the Focus Portal interface. On the left is a navigation menu with options like Portal, School Information, My Profile, Preferences, Calendar, Request Conference, Forms, and a dropdown for the student 'Brooklyn'. The main content area is divided into sections: 'District & School Announcements' with 'News' and 'Events' tabs, an 'Alerts' section, and a 'Lunch Payment Link' for 10/24. Below this is the student profile for 'Kylie', which includes tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Grades' tab is active, displaying a table of student performance data.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
00	FIFTH GRADE		0	0	0	NG
01	LANG ARTS GRADE 5		0	0	0	NG
02	SOC STUDIES 5		0	0	0	NG
03	SCIENCE GRADE FIVE		0	0	0	NG
04	MATH GRADE FIVE		0	0	0	NG
05	PHYSICAL EDUCATION 5		0	0	0	NG
06	MUSIC-INTERM 3		0	0	0	NG
06	ART - INTERM 3		0	0	0	NG
07	HEALTH - GRADE 5		0	0	0	NG

- From the **REPORTS** tab in each student's block, you will see the Report Card or Progress Report. By selecting the most recent report, you can click the download arrow next to the date to download the report in a PDF print preview screen. From here, it can be viewed and printed.

The screenshot shows the 'Reports' tab for 'K-5 AD HENDERSON ELEMENTARY SCHOOL'. It features a navigation bar with 'Grades', 'News', 'Planner', and 'Reports' tabs. Below the navigation bar is a list of reports with download arrows:

- 04/24 4:16 PM Progress Report
- 04/13 2:44 AM Report Card